

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Chief, Services Division

FROM : Executive for Personnel and Administration

SUBJECT: Preparation of Administrative Manual

DATE: 14 February 1947

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CIG General Order No. ☐ which sets forth the type of internal procedure documents to be issued by the CIG, provides for the issuance of a CIG Administrative Manual in two primary parts; Part I of this manual to include administrative procedures covering all vouchered funds activities and Part II to include administrative procedures covering all unvouchered funds and covert and semi-covert activities.

Part I of this Administrative Manual will be divided into the following Sections:

Organization
Personnel
Security
Procurement & Supply
Property Records

Transportation
Communications
Correspondence
Budget & Procedures
Fiscal

Part II of the Administrative Manual will be divided into the following Sections:

Organization
Personnel
Security
Procurement & Supply
Property Records

Transportation
Communications
Correspondence
Special Funds

It is requested that you immediately designate a person or persons in your Division who will be responsible for drafting and developing a complete and comprehensive procedure on the sections of Part I of the Administrative Manual entitled "Transportation," "Procurement and Supply," and "Property Records." These sections should comprise all procedures covering Transportation, Procurement and Supply, and Property Records which are applicable to the agency as a whole and specifically to vouchered funds activities. Matters pertaining exclusively to special funds or covert activities will not be included in Part I of the Manual.

There are attached hereto general outlines which illustrate the overall scope and subject matter to be covered in the sections of the manual entitled "Transportation," "Procurement and Supply," and "Property Records." However, these outlines are given to you for the purpose of suggestion and assistance only, and it is not required that you adhere to the sequence or breakdown in developing your procedure.

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Any interim or informal written procedures, instructions, or memoranda which are now being followed by your Division should be incorporated into your initial drafts. Also, all pertinent parts of the following should be incorporated where necessary:

Transportation - Administrative Order No. ☐

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Procurement and Supply - Administrative Order No. ☐
Memorandum No. 1

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Property Records - Administrative Order No. ☐

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The person or persons whom you designate to prepare the procedure drafts for your Division should maintain close contact with ☐ of the ☐ Finance Division and keep him informed as to the stage of development of the procedures and of any problems which may arise in connection therewith. The ☐ may also be called upon to give such assistance as may be required in the initial drafting and development of the procedures.

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It is required that the initial drafts of the sections of the manual entitled "Transportation", "Procurement and Supply", and "Property Records" be completed by your division and forwarded to the ☐ on or before 1 April 1947.

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Attachments: 3

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